



Maths

Let's Have a Party



RESOURCES



Party Planning

Name: _____

	Initial Ideas	Estimated Cost	Who will be Responsible?
What is your budget?		£	
How many will be attending the party?			All
Will the party have a theme? If yes, what?			All
What date will the party be on?			All
What time will the party start and end?	Start: _____ End: _____		All
Where will the party be held at? Will there be a cost to hire the venue?		£	All
How are you going to book your venue?			All
What decorations will you require?		£	Person 1
This should include plates, cups and cutlery		£	
What food and drink will you have at the party?			Person 2
What entertainment will be at the party?		£	Person 3
Will everyone leave with a party gift? If yes, what is it?		£	
How will you promote the party, including invitations and advertising?		£	Person 4
ESTIMATED TOTAL COST		£	

Party Venue, Date, Time and Theme Research

Business Name: _____



Party Entertainment and Party Bags Research

Business Name: _____ Person Responsible: _____

This includes any entertainment, party bags and inserts (if any)



Party Decorations Research

Business Name: _____ Person Responsible: _____

This includes 3 x decorations + plates, cups, cutlery and serviettes



Party Food and Drink Research

Business Name: _____ Person Responsible: _____

This includes 5 x savoury items, 2 x dessert items and 2 x drink items



Promoting the Party Research

Business Name: _____ Person Responsible: _____

This includes advertising and invitations



Final Costings

Business Name: _____

Budget: £

Item	Place	Quantity	Total Cost
Party Venue			
			£
Entertainment, including party bags (if any)			
1.			£
2.			£
3.			£
4.			
Decorations, including tables			
1.			£
2.			
3.			
4.			
Food Savory – up to 5 items			
1.			£
2.			£
3.			£
4.			£
5.			£
Food Desert – up to 2 items			£
1.			£
2.			£
Drink			
1.			£
2.			£
Promotion, including invitations			
1.			£
2.			£
Total Cost			

Party Planning Business Evaluation

Describe your party

Let's talk about the Money...

What was your budget? £ _____

How much did you virtually spend? £ _____

What are the successes of your party planning business?

What skills did you use when planning your party?

What do you think you could have improved on in your party planning business?
